

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Community Development Director	Job Family:
General Classification: Management	Job Grade:

Definition: To provide a progressive, comprehensive community planning program which satisfies all legislative requirements and fulfills the community goals established by City Council.

Distinguishing Characteristics: This position serves as a department head. The Community Development Department consists of the Advance Planning Section, the Current Planning Section and the Housing Section.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Updates the General Plan and Special or Derivative Plans to reflect current policies of the City.
2. Oversees the manner in which lands are developed through Zoning and Subdivision Ordinance procedures.
3. Provides staff report to the Environmental Planning Commission and advises the City Council as well as the City Manager on planning matters.
4. Maintains environmental and operating programs which regulate land development aspects of the community.
5. Initiates, formulates and recommends plans based on basic data, citizen desires, and economic and other resource potentials.
6. Advises the Council on regional and subregional planning issues.
7. Plans, implements, oversees and evaluates departmental objectives, policies and procedures.
8. Maintains a competent and motivated work force through hiring, training, development, assignment and review of subordinates.
9. Develops and administers the department budget.
10. Coordinates work in the department with other City departments.

11. Maintains a housing rehab program and rental mediation service.
12. Reviews Environmental Impact Reports, staff reports and other draft documents for completeness and accuracy.
13. Participates in various City committees, such as the Subdivision Committee, Environmental Impact Review Committee, Budget Committee, Management Advisory Committee and the Capital Improvement Review Committee.

Minimum Qualifications:

Knowledge of: Principles, practices and philosophies of community and urban planning and land use management; City government and structure; and transportation, housing and other specialized urban problems and conditions.

Ability to: Assess community needs and forecast community development; select, develop and motivate departmental staff; analyze and review, evaluate and approve changes in General and specific plans, land use, regional and environmental issues; communicate effectively both orally and in writing; skill in developing plans and creative recommendations for broad and specific City goals, objectives and policies; planning, preparing and administering the departmental budget and programs; coordinating departmental activities with management, Council, commissions, special interests and the community; communicating effectively and working directly with appointed and elected officials.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Equivalent of completion of a master's degree in planning and five years of planning experience, at least one of which must have been in an administrative or supervisory capacity.

Required Licenses or Certificates: California driver's license.

Established February 1980

Revised

CLASS SPECS

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